



Item #	Item name	Responsibility
	<ul style="list-style-type: none"> Asset Register has been submitted, some items still need to be accounted for. <p>Action – Rikki-Lee Chislett to follow up with Graham Parker as to asset locations.</p> <ul style="list-style-type: none"> Conrad Distillery still has an outstanding amount of \$50.00 to be paid. <p>Action – Lenell Storey to follow up the invoice with Conrad Distillery.</p> <p>Moved by: Ken Waldron Seconded by: Samantha Wantling</p>	<p>Rikki-Lee</p> <p>Lenell</p>
4.	<p>Correspondence to be presented</p> <p>A correspondence register was presented for review and accepted. (Please see attached)</p> <p>Discussion points:</p> <p>Debra Spence resignation from Chamber.</p> <ul style="list-style-type: none"> The Chamber need 6 Committee members to share the work load of Chamber. The Nominations from the AGM that were unsuccessful in obtaining a position, were approached if they would still be interested. Josh Cavalloro and Debbie Wilmot did not accept the offer. Belinda Surch accepted. <p>Motion: That Belinda Surch be engaged as Committee Member for remainder of current term.</p> <p>Moved by: Michelle Seconded by: Lewis</p> <p>Action - Rikki-Lee Chislett to draft a letter to Belinda Surch, offering her officially an invitation to join the chamber executive committee.</p> <p>Big Things Board Game.</p> <ul style="list-style-type: none"> After discussion from the committee, Michelle Feenan moved that after much consideration the Chamber will not be involved in the Big Things board game Promotion. <p>Action – Michelle to advise Winning Moves of Chamber's decision to NOT proceed.</p> <p>Moved by: Trudy Turner Seconded by: Lewis Perkins</p>	Rikki-Lee
5.	Action Register – report on progress	



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	<p>Item #1 Asset Register</p> <ul style="list-style-type: none"> Asset register creation. <p>Action – Needs more information added on some assets.</p>	Rikki-Lee
	<p>Item #2 SQNNSW monthly newsletter – Forward</p> <ul style="list-style-type: none"> We did not receive a November newsletter <p>Action – NIL</p>	
	<p>Item #3 Eastern Colour Christmas Party.</p> <ul style="list-style-type: none"> Samantha Wantling attended and said what an enjoyable experience it was. It was mentioned that the dancing display was fantastic and would be interesting to have at the Bush Christmas event. <p>Action – Contact Nathan Barriono from Eastern Colour to ask if his employees would like to do a display the Bush Christmas market.</p>	Trudy
	<p>Item #4 Committee group photo</p> <ul style="list-style-type: none"> Unable to proceed as not all committee was present. <p>Action – Pass over till next meeting</p>	Committee
	<p>Item #5 Meeting with Warwick Chamber to recast the Budget</p> <p>Action – Completed</p>	Michelle
	<p>Item #6 Website, Adjust shop Local to Why leave Town.</p> <p>Action – Completed</p>	Kate
	<p>Item #7 Comms plan development for the delivery of the “Why leave Town” program.</p> <ul style="list-style-type: none"> A preliminary comms plan has been started. The plan requires more details and should be finalised by February 2025. <p>Action – Finalise comms plan for delivery of “Why Leave Town” program.</p>	Michelle
	<p>Item #8 Follow up with DESBT regarding previous email</p> <p>Action – Completed</p>	Michelle
	<p>Item #9 Finalise invoice with Olga and use her services.</p> <ul style="list-style-type: none"> Olga is currently on holidays. Lenell to finalise in February 2025. <p>Action – Finalise Olga’s invoice and find a suitable time to use her service.</p>	Lenell



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	<p>Item #10 Not For profit Review Action – Completed</p>	Lenell
	<p>Item #11 Finalise sponsorship for the Business Excellence Awards. Action – Completed</p>	Lenell
	<p>Item #12 Repeat Checking of new domain. Action – Completed</p>	Rikki-Lee
	<p>Item #13 Draft Newsletter</p> <ul style="list-style-type: none"> Draft newsletter to be sent to Executive committee. <p>Action – Draft a newsletter to send to Executive committee.</p>	Michelle
	<p>Item #14 Stanthorpe Community Reference Panel.</p> <ul style="list-style-type: none"> Lewis attended and has presented the minutes to be forwarded onto the Executive committee. Samantha Wantling was asked to be the second representee on the panel for Chamber and accepted. <p>Action – Forward minutes to Executive Committee</p>	Rikki-Lee
	<p>Item #15 Big Thermometer Plaques</p> <ul style="list-style-type: none"> A committee member will be needed to lead the plaques in the new year. Lenell Storey has sent an email to Danae (who has purchased a plaque recently) to advise the Chamber are hoping to run the plaques in the new year. <p>Action – Who will lead the plaques in the new year.</p>	Committee
	<p>Item #16 Debra Spence's Survey</p> <ul style="list-style-type: none"> Rikki-Lee Chislett has not received the survey as yet. <p>Action – Forward Survey onto our Membership.</p>	Rikki-Lee
	<p>Item #17 Strategic Plan</p> <ul style="list-style-type: none"> Send Strategic Plan to Executive committee <p>Action – Completed</p>	Michelle
	<p>Item #18 Committee Meeting Ref Strategic Plan</p> <ul style="list-style-type: none"> A date has been decided for the Executive committee to meet and go over the Strategic Plan. The date will be the 13th of January 2025, Stanthorpe RSL, 8:00am – 12:30pm. 	



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	<p>Action – Book the downstairs meeting room.</p> <p>Item #19 Flying Minute to approve extra website support. Action – Completed</p> <p>Action – Meet in January 2025 and look at the focus of the website.</p> <p>Item #20 Microsoft Office 365</p> <ul style="list-style-type: none"> Investigate if Office 365 has a jotform application. <p>Action – Michelle and Rikki-lee to meet and have a look at 365 set up together.</p>	<p>Rikki-Lee</p> <p>Michelle, Christine and Kate</p> <p>Rikki-Lee and Michelle</p>
6.	<p>Sub committee and Working Groups – Updates</p> <p>Michelle circulated a paper outlining each of the Sub-Committees, their description and a list of who is involved in each. The paper also described the Working Groups and the outcomes that each are working towards.</p> <p>Membership / Christine Hood and Ken Waldron</p> <ul style="list-style-type: none"> Suggestions of surveys to current, past and non members. <p>Action – Christine Hood and Ken Waldron to arrange a meeting and discuss focus of the Sub committee.</p> <p>Events / Trudy Turner – Granite Belt Bush Christmas</p> <ul style="list-style-type: none"> Scavenger hunts are ready to go. We need some marshals for the markets We need help to collect Santa’s Chair – Action – . Ken and Lewis offered to help with Market stalls from 12.00 until 2.00pm. Michelle and Kayla (volunteer) will help from 2.00 until 4.00pm. 	<p>Chritine and Ken</p> <p>Rikki-Lee</p> <p>Rikki-Lee</p>



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	<ul style="list-style-type: none"> Ken Waldron proposes we model our constitution from the department of fair trading model. We would just have to add clauses. Ken proposed he would have this finalised by July 2025. <p>Action – Ken Waldron to send to Rikki-Lee Chislett to circulate with the executive committee.</p> <p>Item # 3 Chamber laptop</p> <ul style="list-style-type: none"> The Chamber laptop is showing signs of age. There is a grant available through David Littleproud to update technology used in volunteer groups. <p>Action – Michelle Feenan and Rikki-Lee to apply for the grant.</p>	<p>Ken and Rikki-Lee</p> <p>Michelle</p>
8.	<p>Close meeting – 7:52pm</p> <p>Next meeting: flying minute meeting soon after the 13th of January 2025.</p>	

ACTION REGISTER

Commented [MF1]: Rikki- we need to number these actions. Thanks.

Date of meeting	Action	Responsibility
11/12/2024	<p>Treasure's Report</p> <p>#1 - Lenell Storey to follow up with Olga in February 2025</p> <p>#2 - Rikki -Lee Chislett to follow up with Graham Parker as to asset locations.</p> <p>#3 - Lenell Storey to follow up the invoice with Conrad Distillery</p>	<p>Lenell</p> <p>Rikki-Lee</p> <p>Lenell</p>
11/12/2024	<p>Correspondence Register Business arising</p> <p>#4 - Rikki-Lee Chislett to draft a letter to Belinda Surch, offering her officially an invitation to join the chamber executive committee.</p> <p>#5 - Trudy Turner to contact Nathan Barriono from Eastern colour to ask if his employees would like to do a display the Bush market.</p>	<p>Rikki-Lee</p> <p>Trudy</p>



Date of meeting	Action	Responsibility
11/12/24	#6 - Rikki-lee Chislett to forward draft Networking letter to Michelle Feenan	Rikki-Lee
11/12/24	#7 - Finalise comms plan for delivery of "Why Leave Town" program.	Michelle
11/12/24	#8 - Committee photo	Committee
11/12/24	#9 - Michelle Feenan to Draft a newsletter to send to Executive committee.	Michelle
11/12/24	#10 - Rikki-Lee Chislett to forward Stanthorpe Community Reference panel minutes to Executive committee	Rikki-Lee
11/12/24	#11 - Who will lead the Big Thermometer Plaques in the New year	Committee
11/12/24	#12 - Rikki-lee Chislett to forward Debra Spence's Survey	Rikki-Lee
11/12/24	#13 - Rikki-lee Chislett to book the downstairs meeting room at the Stanthorpe RSL for our Strategic plan meeting	Rikki-Lee
11/12/24	#14 - Michelle Feenan, Christine Hood and Kate Lievesley to meet in January to look at the focus of the website.	Michelle, Christine and Kate
11/12/24	#15 - Michelle Feenan and Rikki-Lee Chislett to meet up and set up 365 on the Chamber laptop	Michelle and Rikki-Lee
11/12/24	Sub Committee / Membership #16 - Christine Hood and Ken Waldron to arrange a meeting and discuss focus of the Sub committee	Christine and Ken
11/12/24	Sub Committee / Events #17 - Email Gb Business Excellence Awards debrief to Executive committee.	Rikki-Lee



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Date of meeting	Action	Responsibility
11/12/24	#18 - Rikki-Lee Chislett Draft a letter to GBWT for their agreement to pay half the outgoing for GB Business Excellence Awards	Rikki-Lee
11/12/24	New Business #19 - Michelle Feenan to submit a draft newsletter to committee for review. #20 – Ken Waldron to send draft constitution to Rikki-Lee Chislett to circulate with the executive committee. #21 - Michelle Feenan to apply for the David Littleproud grant	Michelle Ken and Rikki-Lee Michelle